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AVIANO AIR BASE**

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Operations

**WING PLAN DEVELOPMENT
AND MANAGEMENT**

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This instruction outlines the responsibilities of 31st Fighter Wing (31 FW) units, geographically separated units (GSUs), and tenant units in the wing plans process. It standardizes the format and coordination procedures for all plans developed and/or reviewed at Aviano AB. It utilizes guidance established in CJCSM 3122.01A, *Joint Operations and Planning Execution System (JOPES) Volume I* and AFMAN 10-401 Volume II, *Planning Formats and Guides*. It is not intended to replace or supersede joint or higher headquarters guidance and or have any applicability to Air National Guard or Air Force Reserve components. If a conflict exists between this instruction and guidance from a higher command, please notify the 31 FW Plans and Programs office (31 FW/XP). In accordance with AFI 38-101, *Air Force Organization*, this instruction institutes 31 FW Plans and Programs Office (31 FW/XP) under the direction of the 31 FW Commander (31 FW/CC). Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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Chapter 1

WING PLANS ROLES AND RESPONSIBILITIES

1.1. General. This section spells out the specific responsibilities of each agency in the planning process. In accordance with AFI 38-101, *Air Force Organization*, 31 FW/XP ensures the Commander's vision for plan development is implemented and accomplished. AFI 10-401, *Air Force Operations Planning and Execution*, para. 3.9 states base level planning is required for deliberate, crisis action, and sustainment planning. At a minimum, base-level plans must address mobility, mobilization (if appropriate), reception, employment, deployment, sustainment, and redeployment planning required for the combat forces to accomplish its mission.

1.2. The 31st Fighter Wing Commander (FW/CC) will:

- 1.2.1. Approve and sign the Basic Plan for each wing plan.
- 1.2.2. Approve all periodic plan revisions.
- 1.2.3. Approve all 31 FW input to Higher Headquarters (HHQ) plans as compiled by 31 FW/XP.

1.3. The Chief, 31 FW/XP, will:

- 1.3.1. Administer the wing plans program.
- 1.3.2. Appoint an Operations Plans Manager (31 FW/XP Plans Manager) to facilitate the wing plans program.
- 1.3.3. Be responsible for approving all plan changes and reviews.
- 1.3.4. Approve interim changes to 31 FW plans.
- 1.3.5. Ensure 31 FW supporting plans are developed for all HHQ plans as required.
- 1.3.6. Review and coordinate as required on all base-level plans before final submission, publication, and distribution.

1.4. The 31 FW/XP Plans Manager will:

- 1.4.1. Directly manage the wing plans review and management process.
- 1.4.2. Establish and enforce this wing planning instruction, outlining specific information essential to the continuity of the wing plans program.
- 1.4.3. Maintains all 31 FW plans and its Executive Summary on the 31 FW/XP SharePoint Plans webpage.
- 1.4.4. Review all base-level plans before final approval to ensure proper format.
- 1.4.5. Coordinate the wing review of all HHQ plans when tasked.
- 1.4.6. Perform quality assurance reviews during 31 FW plan management and development.
- 1.4.7. Ensure electronic notification/distribution of all finalized base plans to tasked organizations listed in Annex Z.
- 1.4.8. Maintain an Index of Plans (IOP) in the 31 FW/XP repository.

1.4.9. Determine the base OPR for all new HHQ plans.

1.4.10. Assist the OPR in determining the Offices of Coordinating Responsibility (OCR) for a new wing plan.

1.4.11. Maintain a master list of all 31 FW appointed Unit Plans Managers (UPM) and provide required support.

1.4.12. Conduct and track compliance of initial and refresher UPM training.

1.5. 31 FW Unit Commanders. Commanders both at the group and squadron level are integral to the plans process. Commanders will:

1.5.1. Appoint, in writing, a primary and alternate UPM. UPM appointment letters will be maintained by 31 FW/XP. Consideration for appointment as UPM requires personnel:

1.5.1.1. Have a minimum of 12 months remaining on station.

1.5.1.2. Documented US Secret Clearance and North Atlantic Treaty Organization (NATO) Secret Clearance

1.5.2. Ensure unit compliance with this instruction.

1.5.3. Ensure plans for which their organization is the OPR are reviewed prior to their required review date.

1.5.4. Review, coordinate and develop supporting annexes/checklists (as necessary) for a wing plan when requested.

1.5.5. Notify 31 FW/XP of the intent to produce or change a wing plan.

1.5.6. Notify 31 FW/XP when a governing directive for a plan is updated and initiate an out of cycle plan review.

1.6. The UPM is appointed in writing by their unit commander. The UPM is highly educated on their unit plans, resourceful, and utilizes knowledgeable personnel to support the accomplishment of plan-related tasks as required. The UPM will:

1.6.1. Ensure unit compliance with this instruction.

1.6.2. Develop and maintain an operational UPM continuity book in a 1-inch white binder or suitable electronic version, containing the required items as defined in [Attachment 2](#) of this instruction.

1.6.3. Upon request from 31 FW/XP, will provide electronic inputs to all new draft plans or plans under routine review/update to the identified OPR.

1.6.4. Ensure all plans-related suspenses are met.

1.6.5. Ensure the unit commander is properly informed on the status of all plans in draft or review.

1.6.6. Ensure resolution to any questions or concerns their respective unit may have during plan development and/or review.

1.7. General. SharePoint is a centralized storage server managed by the USAFE Knowledge Management Office and maintained by the 31 FW/XP office.

1.7.1. The SharePoint Plans website serves as a 31 FW central repository for:

1.7.1.1. 31 FW Plans and associated Executive Summaries

1.7.1.2. 31 FW Plan Document Templates

1.7.1.3. 31 FW Index Of Plans

1.7.1.4. 31 FW Plan Process Coordination Documents and Folders

1.7.2. The SharePoint Plans website allows plan OPRs and OCRs continuous access to established 31 FW plans. Older versions of plans will be archived by 31 FW/XP for reference.

1.7.3. 31 FW SharePoint site address
(<https://ice.usafe.af.mil/sites/31FW/plans/default.aspx>).

Chapter 2

HIGHER HEADQUARTERS PLAN FORMATS

2.1. General. The Department of Defense (DoD) uses many different types of plans listed in AFI 10-401, section 3C. To assist with understanding of plans it is necessary to provide definitions of DoD Plans. The European Command (EUCOM) has provided the guidance that Functional Plan (FUNCPLANS) are no longer used within the DoD; and only recognizes the plan categories of Operation Plan (OPLAN), Concept Plan (CONPLAN), or Supporting Plan (SUPPLAN). The plans outlined in Chapter 2 are provided for informational purposes only.

2.2. HHQ Plans. Define the provisions required when a specific type of plan is established. These plan types are only written by HHQ or higher level authorities, not at the base level.

2.2.1. OPLAN. CJCS Joint Pub (JP) 5-0 defines an OPLAN as “a complete and detailed joint plan containing a full description of the concept of operations, all annexes applicable to the plan, and a Time-Phased Force and Deployment Data (TPFDD). It identifies the specific forces, functional support, and resources required to execute the plan and provide closure estimates for their flow into the theater.” OPLANs can be quickly developed into an Operations Order (OPORD). OPLANs and OPORDs are prepared in response to requirements from the President, the SecDef, or the CJCS.

2.2.2. CONPLAN. CJCS JP 5-0 defines a CONPLAN as “an operation plan in an abbreviated format that may require considerable expansion or alteration to convert it into a complete operation plan or operation order.” It includes a base plan with annexes required by the JFC and a supported commander’s estimate of the plan’s feasibility. It may also produce a TPFDD if applicable.”

2.2.3. Supporting Plan (SUPPLAN). CJCS JP 5-0 defines a SUPPLAN as “an operation plan prepared by a supporting commander, a subordinate commander, or an agency to satisfy the requests or requirements of the supported commander’s plan.” This means any higher headquarters OPLAN which tasks the 31 FW requires the development of a supporting plan. This is accomplished by the OPR and coordinated by 31 FW/XP. Only this type of plan will be identified as a 31 FW SUPPLAN XXXX-XX and numbered in accordance with section 3.9.

2.3. Non-XP Managed Plans are specific to 31 FW and are formal plans written below HQ USAF-level that help accomplish and record a major action. The plan is archived at the completion of the event.

2.3.1. Programming Plan (PPLAN). USAFEI 10-501, *Project Task Force*, section B.6 states “A PPLAN provides guidance to accomplish a particular one-time, nonrecurring project (e.g., unit relocation, unit activation, major weapon system bed down, or base closure or drawdown). It documents the project objectives and actions necessary for implementation. See AFI 10-501, Program Action Directives (PAD) and PPLANs”.

2.3.1.1. The PPLAN identifies the objective, schedules tasks, assigns responsibilities, and provides a formal reporting system to keep the commander, staff offices, subordinate units, and other interested agencies and commands aware of accomplishments. The PPLAN provides broad guidance to accomplish a particular one-time, non-recurring

project (i.e., unit relocation, system acquisition/bed down, or base closure or drawdown). It documents the objectives and actions necessary for implementation of the project.

Chapter 3

PLANS MANAGEMENT AND DEVELOPMENT PROCESS

3.1. General. The 31 FW/XP office must ensure all UPMs, in particular those who are the OPR for any wing plan, understand the correct procedures for conducting the mandatory review process. The plan review/revision process ensures the data contained within is both current and accurate. Detailed format guidance for all plans is included in [Chapter 4](#).

3.2. Plan Review Cycle. Unless the review interval is otherwise directed in HHQ guidance, all 31 FW plans are current for 2 years from the date of approval by the 31 FW/CC or the date of the last formal wing review.

3.3. Plan Interim Change. Will be issued if total adjustment identified (to any new or previously changed material) during the review coordination process affects less than 40 percent of the plan. This process is intended to rectify areas requiring minor updates, changes, modifications, etc. The Memorandum of Transmittal will be updated and signed by the Chief, 31 FW/XP. The plan's publication date does not change for an Interim Change Review. To assist in the interim change process use the checklist located at [Attachment 11](#).

3.4. Plan Revision. Will be issued if total adjustment identified (to any new or previously changed material) during the review coordination process affects 40 or more percent of the plan. A plan revision is mandatory if the plan publication date is over 5 years old. To assist in the revision process use the checklist located in [Attachment 12](#).

3.5. Out-of-Cycle Review. The Chief, 31 FW/XP, a plan OPR, or the OPR's unit commander can direct an out-of-cycle review of their owned plan. An out-of-cycle review is initiated at any time other than a plan's annual/biennial review date.

3.6. Plan Approval. The wing commander will approve only newly generated plans or those that have gone through the entire revision process. The Chief, 31 FW/XP, will approve annual/biennial Plan Interim Changes when less than 40 percent of the document has been modified during the review. Immediately afterward, 31 FW/XP will coordinate the interim changes with wing leadership. After coordination is complete, 31 FW/XP Plans Manager will post the completed plan on the 31 FW/XP SharePoint Plans website and notify all units listed in Annex Z.

3.7. Suspense Timeline. 31 FW/XP Plans Manager is responsible for clearly communicating and enforcing all suspense dates. OPRs and OCRs are responsible for meeting all suspense dates. All requests for suspense extensions will be sent to 31 FW/XP Plans Manager. To ensure adherence to timelines and to prevent late plans publication the Chief, 31 FW/XP, will follow up with commanders of units which have exceeded established suspense dates.

3.8. Distribution and Release. The squadron commander and their unit OPR will work with the 31 FW/XP Plans Manager to determine the distribution and release list of the plan. Annex Z will contain this list and is a mandatory annex for all plan renditions. 31 FW/XP Plans Manager will post unclassified completed plans on the unclassified 31 FW/XP SharePoint website. Copies of all classified plans will be stored on the 31 FW/XP classified SharePoint website.

3.9. General. Plans developed to support an established HHQ OPLAN, CONPLAN, or SUPPLAN will be numbered differently than wing level locally generated plans.

3.9.1. The plan coordination procedure will mirror the 31 FW plan procedure as outlined in the plan review process detailed in **section 3.16**

3.9.2. The number assigned to the plan will associate it with the supported plan and the last two digits (following a hyphen) are the year the plan was last reviewed (e.g. - 07). This plan type will be identified as a 31 FW SUPPLAN XXXX-XX. 31 FW/XP will approve the plan title before coordination efforts are started.

3.10. General. Internal plans managed by XP are called 31 FW Plans. The official title is written as a 31 FW PLAN. Requirement to write a wing plan is directed by many different sources and are all signed by the Wing Commander for authority. Unless specifically directed, the wing commander has the option to keep or delete a 31 FW plan. Many plans are incorrectly labeled as “OPLAN” because they contain some type of operational activity. An OPLAN is a unified or major command for fighting a war or contingency operation. The creation of an OPLAN must be approved by the Chairman Joint Chiefs of Staff. As such, there are no wing level OPLANS.

3.11. Plans Numbering Policy is accomplished by creating a four digit root number representing the originating unit and the sequence number for the plan. This root is followed by a hyphen and a two digit number representing the year the most recent plan review was accomplished. The plan number is always preceded by 31 FW PLAN.

3.11.1. Root Number: The first two digits ‘XX’ pertain to the OPR’s unit mission as defined by the AFRIMS RDS numbering system. The complete list of the AFRIMS numbering system is included in **Attachment 13**. The last two digits represent the sequence within already existing unit plans for the specific OPR. This number always begins with ‘01’ and is incremented by one for each additional plan created by the OPR. This four digit number is followed by a hyphen.

3.11.2. Date Number: The last portion of the plan number will be the two digit year the last review was conducted and approved. In the event of a new plan, the two digit year would correspond to the year the draft was approved. Only the last two digits of the year are used (Ex. 2011 would be written as -11).

3.11.2.1. 31 FW Plans Numbering Examples:

3.11.2.2. New 31 FW Plan: A new wing plan is drafted and approved in 2010 that is Civil Engineering (CE) centric and CE is the OPR. CE already has 2 existing wing plans on file: This plan will be identified by plan number 31 FW PLAN 3203-10. The AFRIMS number for Civil Engineering is ‘32’ (the AFRIMS number for CE). Because CE is already the OPR for two existing plans, this new draft will become their third plan. Because this plan was drafted and approved in 2010, the last two digits reflect the year date.

3.11.2.3. Existing Plan: The existing plan 31 FW PLAN 4402-06 (Med Group is OPR) is revised and approved in 2008. The new number designation for this newly approved version of the plan will be 31 FW PLAN 4402-08.

3.12. Task Authority will be listed within the Memorandum of Transmittal of the plan to explain why the plan exists and the duration the plan must be maintained. A reference to the applicable AFI/regulations/etc must be mentioned.

3.13. Executive Summary is a document required for all 31 FW Plans. The summary is generated by the plan OPR and is a detailed overview of data pertaining to the plan. The summary will be maintained on the 31 FW/XP SharePoint website. The OPR and OCRs of a plan will include the applicable summaries in their UPM continuity book. **Attachment 10** provides the required format for the Executive Summary.

3.14. UPM Office of Primary Responsibility (OPR) – Plan Development is the UPM designated as the primary point of contact to facilitate creating the original draft of a new plan or coordinating changes to a specific established plan. Each plan must be coordinated in accordance with HHQs and 31 FW/XP directives outlined in this chapter.

3.15. Offices of Coordinating Responsibility (OCRs) – Plan Development is assigned by specific instructions provided by HHQs or assigned by 31 FW/XP in conjunction with the OPR. OCRs are the primary points of contact used by the OPR when engaging in a plan review/creation coordination.

3.16. Identifying a Plan For Review. The plan review is intended to identify areas requiring updates, changes, modifications, etc. When a plan is identified for review/revision, the OPR will create an electronic copy of the plan, an Executive Summary, and a draft electronic staff summary sheet (eSSS) outlining specific instructions for the OCRs no later than 2 months or 50 duty days prior to the published review date.

3.17. Official OCR Tasking. The OPR will send the eSSS as a formal task to the appropriate OCR squadron/staff agency's UPMs and associated squadron commanders for review and coordination. The eSSS will also be sent to the 31 FW/XP org box for tracking purposes.

3.18. OPR Staffing Instructions: Each **OCR will have 10 duty days** to review the plan and submit comments, updates, or suggested changes to the OPR via the Wing Plan Change Form. **Attachment 15** provides the required format for the Change Form. The OPR will then have **5 duty days** to incorporate the changes into the draft plan.

3.18.1. In the event the plan is determined obsolete by the Unit Commander, the OPR will forward a Memorandum of Record signed by the Unit Commander via email to the 31 FW/XP org box. The memo will state the plan is now obsolete and can be placed into official records history (in accordance with AFMAN 33-363 *Management of Records*).

3.18.2. If an OCR does not have SIPRNET access when dealing with a classified SECRET or higher plan, they must notify the OPR and establish an arrangement to allow for coordination efforts.

3.18.3. If an OCR has "no changes," the OCR is still required to submit coordination on the original eSSS. If a unit non-concurs with any aspect of the plan, it is the responsibility of their UPM to coordinate a suitable solution with the OPR.

3.18.4. If the OPR is missing inputs from OCRs by the established suspense, the first duty day after the overdue suspense the OPR will provide a list of the delinquent units to the 31 FW/XP org box for support to remedy the delay. 31 FW/XP will then contact the OCR's leadership to resolve the delay in coordination.

3.18.5. The OPR will submit the draft plan, the completed original OCR eSSS, and a new eSSS for Group Commander coordination to the 31 FW/XP org box **no later than 5 duty days** after the established UPM suspense.

3.19. XP Staffing Responsibilities: Once the OPR has forwarded the required documentation, 31 FW/XP Plans Manager will electronically coordinate the plan, Wing Plans Change Forms, and new eSSS through Group Commanders within **5 duty days**.

3.19.1. Group Commanders will have **5 duty days** to review the plan and coordinate electronically via the eSSS and submit updates via the Wing Plans Change Form to the 31 FW/XP org box. 31 FW/XP Plans Manager will forward these updates to the OPR for review.

3.19.2. Any issue the OPR cannot resolve within the plan will be addressed to 31 FW/XP Plans Manager for assistance in resolution.

3.19.3. The OPR then has **5 duty days** to update the draft plan with the inputs from the groups and forward to the 31 FW/XP org box.

3.20. Validating A Plan Interim Change. If the reviewed plan is less than 5 years old and less than 40 percent of the plan requires administrative/minor changes, a Plan Interim Change can be issued. With an interim change, the plan's publication date doesn't change. The OPR will have **10 duty days** to complete the actions required for the Interim Change.

3.21. Plan Interim Change Procedures. Interim changes will be prepared by following the procedures below and the checklist at [Attachment 11](#).

3.21.1. Page changes are the most efficient method for issuing changes to a plan. This method re-accomplishes all pages containing changes, leaving unaffected pages unchanged. To indicate new or changed material, a vertical line is added in the left margin of the line and the page footer is annotated with the Record of Change number located on the Record of Review and Change page in the Plan front data and the date of the change.

3.21.2. Paragraph Changes may also be issued by replacement paragraph and cut and pasted into the plan with a vertical line added in the left margin. The same procedure applies; the Record of Change number and the change date will be annotated on the page footer.

3.22. Plan Front Data Interim Change Procedure. The Plan Front Data will capture the changes and updates identified during the plans review process. The OPR is responsible to ensure the data is incorporated, accurate, and thorough.

3.22.1. Plan Front Data:

3.22.1.1. Memorandum of Transmittal. The OPR will create an updated Memo of Transmittal. Paragraph one will be updated to include the date of the Interim Change, the date of the original Basic Plan and the classification of the plan. This memo must include the Chief, 31 FW/XP signature block. It will replace the original Memorandum of Transmittal and will have two attachments:

3.22.1.1.1. Attachment 1: the Original Plan

3.22.1.1.2. Attachment 2: Copy of the Consolidated Wing Plans Change Form

3.22.1.2. Record of Review and Change. The OPR will create an updated Record of Review and Change document. It will reference all the changes listed in numbered order as they appear on the Consolidated Wing Plans Change Form. OPRs must ensure all previous changes from prior reviews are listed before any current changes. It will replace the plans original Record of Review and Change.

3.23. Finalizing A Plan Interim Change. The updated Plan Front Data and updated eSSS is due to the 31 FW/XP box no later than **10 duty days** after 31 FW/XP directs the Interim Change. Once the Memorandum of Transmittal is approved and signed by the Chief, 31 FW/XP, it is considered complete (final).

3.24. Publishing a Plan Interim Change. 31 FW/XP Plans Manager will then forward the updated plan front data, the eSSS, and the original plan to the 31 FW/CC for review and coordination.

3.24.1. After 31 FW/CC coordination, 31 FW/XP Plans Manager will immediately post the complete revised plan (location dependent upon classification), and the Executive Summary (if not integrated into the plan) on the 31 FW/XP SharePoint Plans website.

3.24.2. 31 FW/XP Plans Manager will send a notification e-mail to all affected units listed in Annex Z.

3.25. Validating a Plan Revision. If it is determined that 40 percent or more of the plan must be updated/changed, a plan revision is required. The OPR will have **10 duty days** to incorporate all identified changes listed on the consolidated Wing Plans Change Form into the original plan and/or annexes and submit along with updated eSSS to the 31 FW/XP org box.

3.26. Validating a New Plan. If this is the first version of a new 31 FW plan, the OPR will have **10 duty days** to incorporate all supplied data into the draft, to include annexes and associated support documents, plan front data, updated eSSS, and the Executive Summary.

3.27. Finalizing a Revised or New Plan. The Chief, 31 FW/XP will review the revised/draft plan for errors, formatting and standardization. The 31 FW/XP Plans Manager will then forward the final revised/draft plan and the updated eSSS to the 31 FW/CC for signature. Once the Basic Plan and the eSSS are signed by the 31 FW/CC, it is considered complete (final).

3.28. Publishing the Revised/New Plan. 31 FW/XP Plans Manager will immediately post the complete plan (location dependent upon classification), the Executive Summary, and send a notification e-mail to the OPR and all affected units listed in Annex Z.

3.29. Determining An OPR For A New Plan. If a new plan is required, 31 FW/XP Plans Manager will determine the OPR. The OPR will work with the 31 FW/XP Plans Manager to determine the list of OCRs.

3.30. Numbering a New Plan. 31 FW plans are assigned a number as outlined in section 3.4. If the 31 FW has been tasked to write a supporting plan to an established HHQ OPLAN/CONPLAN/SUPPLAN see [section 3.2](#)

3.31. Required New Plan Documents. Initially, at a minimum, the new plan will include the documents discussed in detail in [Chapter 4](#).

3.32. New Plan Coordination Process. Upon completion of the draft plan, the coordination process mirrors the plans review process outlined in [section 3.16](#) and [section 3.25](#). The OPR will adhere to the guidelines established for the plans review coordination process.

Chapter 4

31 FW PLAN FORMAT GUIDANCE

4.1. General. This chapter provides administrative guidance. 31 FW plans and planning products will conform to the guidance, standardized formats, and content herein.

4.2. Instruction For Attachments - 31 FW Sample Plan. A complete sample 31 FW PLAN template is found at **Attachments 3, 4, 5, 6, 7, 8, 9, and 10** of this instruction. Any deviation from the required format must be approved by 31 FW/XP. The text contained within the template provides additional instruction to the OPR based on text type used:

4.2.1. “<Indented text within bracket>” indicates plan specific information is to be input by the OPR.

4.2.2. Enclosed [underlined text]” is solely used for informational purposes. This data is used to explain some aspect of the format; it is not part of the format.

4.2.3. “Regular text” is required to be used exactly as shown in the format of the plan documents.

4.3. Page Format Basics. Format of all plan pages will meet these listed criteria:

4.3.1. Margins. (Top, Bottom, Left, Right) - 1.0” (one inch). Header & Footer margin - 0.5” (one-half inch). Gutter Margin - 0.5” (one half inch – if placing AI 10-401 in a binder).

4.3.2. Paper Size and Orientation. Letter 8.5” x 11” white bond in Portrait orientation.

4.3.3. Font. Bookman Old World Style; Font Size – 10 for document pages. Use underlining to identify paragraph headings. Use bolding **only** for emphasis in text. Use lower case throughout text and Uppercase for Titles. For classification markings, use Arial 12 point bold.

4.3.4. Paragraph. Number and indent paragraphs and subparagraphs. Use 0.3-inch as the default for tab settings. Include headings for all major paragraphs and subparagraphs. A paragraph “1” must have a paragraph “2”; a subparagraph “a” must have a subparagraph “b.” Additional subparagraphs, if required, will be headed as “(1)” followed by “(2)”. Return second and succeeding lines of subparagraphs to the left margin of the page. Bullets may be used to aid in clarification when a subparagraph may not be appropriate.

4.3.5. Spacing and Alignment. Use single spacing between sentences. Use double spacing between paragraphs and between titles and text. Left align the text. Center titles.

4.3.6. Footer. Center the required page number (see distinctions below), type size – 10.

4.3.7. Header. Pages ii through the final page of the plan will display the following data in Font Size 8, right column aligned. *e.g. 31 FW PLAN XXXX-XX, Aviano AB, Italy, day-month-yr (date)*

4.4. Saving and Naming Files. Each file will be saved separately throughout the plan review process. **Section 3.10** specifies the naming nomenclature and numbering for the draft plan. During finalization of the plan, the OPR will combine all separate files into a single document for posting on the 31 FW/XP centralized SharePoint archive.

4.5. Listing References. References may be used, but must be available to plan users. They will be referred to by publication number, title, current date and classification. [e.g.: Joint Pub 4-02, “Doctrine for Health Service Support,” 26 April 1995 (U)]

4.6. Information Security and Classification Guidance. Conform to the following as appropriate:

4.6.1. DoD Directive 5200.01, Volume 1 “Overview, Classification, and Declassification.”

4.6.2. DoD Directive 5200.01, Volume 2 “Marking of Classified Information”

4.6.3. DoD Directive 5200.01, Volume 3 “Protection of Classified Information”. Discusses plans marked Secret Formerly Restricted Data (FRD) and Secret RD will not have declassification instructions.

4.6.4. DCID 6/4, “Personnel Security Standards and Procedures Governing Eligibility for Access to SCI”

4.6.5. DCID 1/19, “DCI Security Policy for Sensitive Compartmented Information”

4.6.6. DCID 6/9, “Physical Security Standards for Sensitive Compartmented Information Facilities”

4.7. Plan Classification. If the plan is classified Secret or higher, the standard red cover will protect the data. If the plan is Confidential, then the standard blue cover will protect the data. If the plan is For Official Use Only (FOUO) or unclassified there is no requirement for a cover.

4.7.1. At a minimum, all plans generated by the 31 FW will be marked “For Official Use Only.”

4.7.2. The plan classification level will be reflected in the header of each page of the plan after the memorandum of transmittal.

4.8. Plan Front Data. This section details specific guidance for the format and general content of plan front data: cover sheet, transmittal memorandum, security instructions, record of review/change, plan summary and table of contents.

4.8.1. Numbering. Plan front data pages will use roman numerals “i”, “ii”, etc., starting with the Security Instructions and continuing through the table of contents.

4.8.2. Required Documents:

4.8.2.1. Cover Sheet - The cover sheet will display 31 FW info, the plan number, plan long title, date of the plan, and the classification (including Restricted Data (RD) or FRD markings). The front cover may not contain any classified information. See [Attachment 3](#) for the correct template format.

4.8.2.2. Memorandum of Transmittal - This memorandum will include information on the task authority requiring the creation of the plan and the duration the plan will remain in existence (if provided). It will establish the review timeline (annual/biennial) required for the plan. Additionally, it will provide any disposition instructions for the superseded plan, its changes, and related documents when the plan replaces or updates an existing plan. The Chief, 31 FW/XP will sign this memorandum. Attachment 1 will always be the plan as outlined in the template. Attachment 2 will be a consolidated Wing Plans

Change Form, as required during interim changes. See [Attachment 3](#) for the correct template format.

4.8.2.3. Security Instructions and Record of Changes This document includes the long and short titles of the plan and will state any reproduction limitations. This document will also capture any review/changes to the plan identified through a Plan Interim Change or Out-Of-Cycle Review. See [Attachment 4](#) for the correct template format.

4.8.2.4. Plan Summary – This document provides a detailed overview of the plan. It provides a brief review of the mission, general situation, and concept of operations and commander's appraisal of the logistics and personnel feasibility of the plan. The following paragraphs are mandatory; subparagraphs are at the discretion of the plan OPR. 1) Purpose, 2) Conditions For Implementation, 3) Operations to be Conducted, 4) Key Assumptions, 5) Operational Constraints, 6) Operations Timeline, 7) Command Relationships, 8) Logistics Appraisal, 9) Personnel Appraisal and 10) Shortfalls and Limiting Factors. See [Attachment 4](#) for the correct template format.

4.8.2.5. Classification Guidance - This document will include any classification guidance (if required). This document provides users with the subjects requiring protection, specifies the level of protection, and establishes the period during which the protection must be continued. See [Attachment 4](#) for the correct template format.

4.8.2.6. Table of Contents - Self Explanatory. See [Attachment 4](#) for the correct template format.

4.9. Plan “Basic Plan” Data. This section discusses specific guidance for the format and general content of the basic plan. See [Attachment 5](#) for the correct template format.

4.9.1. Numbering. The basic plan pages will be numbered “1”, “2”, etc. through the end of the document.

4.9.2. Basic Plan is the only required document. The document will at a minimum consist of five major paragraphs; 1) Situation, 2) Mission, 3) Execution, 4) Administration and Logistics, and 5) Command and Control. Additional paragraph headings may be included to fit the needs of the plan. The template in [Attachment 5](#) provides several examples. This method permits standardization and enables planners to refer immediately to a standard paragraph when seeking specific information. Paragraph 3, Execution, includes specific tasks for each area of required support across the wing. The tasks are used to create supporting annexes, and associated appendixes, tabs, and exhibits.

4.10. Annexes and Associated Supporting Documentation. This section details the specific guidance for the format and general content of data in an annex. Appendixes, Tabs, and Exhibits are additional forms of supporting documents in increasing detail to an Annex. **Attachments 6 - 9** provide proper format guides.

4.10.1. **Alpha Annex Designators.** Each 31 FW unit is uniquely identified by a specific Annex alpha designator. [Attachment 14](#) shows the proper alpha designator for each unit in the 31 FW. If a specific unit has not been included, the OPR may use the 7 unused Annex Alpha Designators to capture the supporting data. If the OPR requires more than 7 units who have not been given a specific alpha designator to provide an Annex, the units who have not been assigned an Annex of their own will fall under the applicable Group Level alpha

designator Annex and will be written as an Appendix to the Annex. Any supporting documents to that Appendix will be written as a Tab, and any supporting documents to the Tab will be written as an Exhibit. The concept for the unit alpha designator is derived from the CJCS JOPES Vol II and AFMAN 10-401 Vol 2 templates. The alpha classification procedure developed for the 31 FW applies specifically to its own units. Please direct any questions concerning this process to 31 FW/XP Plans Manager.

4.10.2. Numbering. Each type of document has a specific page numbering sequence. See below for an example of each.

4.10.2.1. Annexes. Begin with the appropriate Annex followed by the page number (Ex, “A-1” for the first page of Annex A). See **Attachment 6, 7, 8 and 9** for the correct template formats for all required Annexes.

4.10.2.2. Appendixes. Begin with the letter of the annex, followed by appendix number, and then the page number (Ex. “A-1-1” for the first page in Appendix 1 to Annex A). See Attachment 7 for the correct Appendix template format.

4.10.2.3. Tabs. Begin with the letter of the annex, followed by the appendix number, tab letter, and then the page number (Ex. “A-1-A-1” for the first page in Tab A to Appendix 1 to Annex A).

4.10.2.4. Exhibits. Begin with the letter of the annex, followed by appendix number, tab letter, exhibit letter, and then the page number (Ex. “A-1-A-1-1” for the first page in Exhibit 1 to Tab A to Appendix 1 to Annex A).

4.10.3. Required Documents:

4.10.3.1. Annex - Document created by a tasked OCR that provides specific details on mission accomplishment of the required supportive tasks as defined in the basic plan.

4.10.3.2. Appendix - Document provides supporting data to an Annex.

4.10.3.3. Tabs - Document provides supporting data to an Appendix.

4.10.3.4. Exhibits – Document provides supporting data to a Tab.

BARRE R. SEGUIN, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-401, *Air Force Operations Planning And Execution*, 7 Dec 06

AFI 10-404, *Base Support and Expeditionary Site Planning*, 11 Oct 11

AFI 10-501, *Program Action Directive (PAD) and Programming Plans (PPLAN)*, 5 Jan 94.

AFI 38-101, *Manpower and Organization*, 16 Mar 11

AFMAN 10-401 Volume 2, *Planning Formats and Guidance*, 1 May 98

AFMAN 33-363, *Management of Records*, 01 Mar 08.

AFMAN 33-363_USAFE Sup, *Management of Records*, 25 Nov 08

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force*, 30 Apr 09

DoD Directive 5200.01, Volume 1 “Overview, Classification, and Declassification.”

DoD Directive 5200.01, Volume 2 “Marking of Classified Information”

DoD Directive 5200.01, Volume 3 “Protection of Classified Information”

CJCSM 3122.01A, *Joint Operations and Planning Execution System (JOPES) Vol I*, 28 Feb 06

JP 5-0, *Joint Operation Planning*, 26 Dec 2006

USAFEI 10 -501, *Project Task Force*, 19 Sep 2006

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

31 FW—31st Fighter Wing

31 FW/CC—31st Fighter Wing Commander

31 FW/XP—31st Fighter Wing Plans and Programs Office

31 FW/XP org box— 31 FW/XP organization box

FOUO—For Official Use Only

FUNCPLAN—Functional Plan

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Record Information Management Systems

CE—Civil Engineering

CJCSM—Chairman of the Joint Chiefs of Staff Manual

CONPLAN—Concept Plan

DoD—Department of Defense
eSSS—Electronic Staff Summary Sheet
EUCOM—European Command
FRD—Federal Restricted Data
GSU—Geographically Separated Unit
HHQ—Higher Headquarters
IAW—In Accordance With
IOP—Index of Plans
JOPES—Joint Operations Planning and Execution Systems
JP—Joint Publication
NATO—North Atlantic Treaty Organization
OCR—Office of Coordinating Responsibility
OPORD—Operations Order
OPR—Office of Primary Responsibility
OPLAN—Operation Plan
PAD—Program Action Directive
PPLAN—Program Plan
RDS—Records Disposition Schedule
SAV—Staff Assistance Visit
SECDEF—Secretary of Defense
SUPPLAN—Supporting Plan
TPFDD—Time Phased Force and Deployment Data
UPM—Unit Plans Manager
USAF—United States Air Force
USAFE—United States Air Forces in Europe

Attachment 2**UNIT PLANS MANAGER CONTINUITY BOOK**

A2.1. General. The purpose of your Unit Plans Manager Continuity book is to ensure the proper management of your Unit Plans Program. The Continuity Book may be digital and kept on UPM shared drive. The Continuity Book will contain the following (in the listed order):

A2.1.1. Current Appointment letters for both primary and alternate.

A2.1.2. Current directory of Wing Plans staff and associated contact information, as provided on the 31 FW/XP Plans SharePoint website (<https://ice.usafe.af.mil/sites/31FW/plans/default.aspx>).

A2.1.3. Current copy of AVIANO ABI 10-401.

A2.1.4. Current copy of 31 FW index of plans as provided on the 31 FW/XP Plans SharePoint website. Highlighting the plans for which your unit is the OPR.

A2.1.5. An Executive Summary of each plan your unit is listed as either the OPR or OCR.

A2.1.6. Current roster of all UPM's across the 31 FW, as provided on the 31 FW/XP Plans SharePoint website.

A2.1.7. Copy of your unit's Annex (including appendices, tabs, and exhibits) out of AFMAN 10-401 Vol. II.

Attachment 3**31 FW PLAN FORMAT SAMPLE - PLAN FRONT DATA - PART I****Figure A3.1. 31 FW Plan Format Sample - Plan Front Data - Part I**

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CLASSIFICATION



(From here to bottom of title: Font Size 18, bold, centered)

31 FIGHTER WING

<XXXX-XX>

<LONG TITLE OF PLAN>

Aviano Air Base, Italy

(Date: Font Size 12, bold, centered)

4 February 2014

CLASSIFICATION



DEPARTMENT OF THE AIR FORCE
31ST FIGHTER WING (USAF)

<DATE>

MEMORANDUM FOR DISTRIBUTION (Annex Z)

FROM: 31 FW/CC

SUBJECT: 31FW Plan <XXXX-XX, *Plan Title*>

1. Attached is 31 FW Plan <XXXX-XX, *Plan Title*>. This plan outlines the responsibilities and procedures for the wing in response to <topic/event>. This plan supersedes [when replacing a previous version] 31 FW PLAN <XXXX-XX>, and is effective upon receipt.
2. This plan fulfills a requirement established by <AFI XX-XXX> and will remain in effect until <DATE XXXX>. [Include information on the task authority (AFI, DoD, etc) that required the creation of the plan and the duration it is directed to remain in existence (if provided). At a minimum, the 31 FW/CC will be the task authority if there are no governing regulations requiring the establishment of the plan. Indicate the requirement for the wing plan and the duration of its existence.]
3. This plan will be reviewed <annually/biennially>. [Establish the timeline (annual/biennial) required for review of the plan, as directed by the task authority.]
4. The OPR for the plan is <unit office symbol XX/XXX>. This plan has been prepared by the 31 FW/XP Wing Plan Manager and has been coordinated with all tasked agencies.

[To be included in Classified Plans Only:]

1. This plan is effective for implementation upon receipt. This plan will be disposed of IAW DoD 5200.01 Volumes I, II, & III "*Information Security Program*"/AFI 31-401 *Information Security Program management* when superseded or rescinded.)

// signed //

JOHN A. DOE, Brigadier General, USAF
 Commander

Attachment(s):

1. 31 FW Plan <XXXX-XX, *Plan Title*>
2. <31 FW Consolidated Wing Plans Change Form> [Only if a Plan Interim Change]

Attachment 4

31 FW PLAN FORMAT SAMPLE - PLAN FRONT DATA – PART II

Figure A4.1. 31 FW Plan Format Sample - Plan Front Data – Part II

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31 FW PLAN <XXXX-XX>
SECURITY INSTRUCTIONS

1. Plan Title

a. Long Title: 31 FW PLAN <XXXX-XX, *Plan Title*>.

b. Short Title: 31 FW PLAN <XXXX-XX>.

2. Overall classification of this document is <*Classification level*> to protect information contained within the plan. Disseminate plan information only to those agencies and personnel whose official duties specifically require knowledge of the plan.

3. This document contains information affecting the national defense of the United States within the meaning of the Espionage Laws, Title 18, United States Code, sections 793 and 794. The law prohibits transmission or revelation of information contained herein, in any manner, to an unauthorized person.

4. Classified annexes will be identified with the proper classification authority and declassification or review instructions as required by DoD 5200.01 Volumes I, II, and III/AFP 31-4.

5. Reproduction of this document in whole or in part is prohibited except as required to prepare supporting plans.

RECORD OF CHANGES:

Table A4.1. Record of Changes

<u>CHANGE #</u>	<u>PLAN PAGE</u>	<u>CHANGE DATE</u>	<u>DATE POSTED</u>	<u>POSTED BY</u>

31 FW PLAN <XXXX-XX>
PLAN SUMMARY

1. Purpose. [Describe the operations purpose, including termination objectives and the desired end date. Refer the AFI/Regulation/directive the plan fulfills. Indicate the supported plan and include any allied plans, when applicable.]
2. Conditions for Implementation
 - a. Politico-Military Situation. [Summarize the politico-military situation in which execution should be considered.]
 - b. Statement. [Include a statement as follows]: This summary provides military leadership with a brief recapitulation of the major aspects of this plan. It is based on planning factors and estimates available at the time of preparation and is subject to modification in the context of a specific contingency.
 - c. Legal Considerations. [Summarize any legal considerations that may affect execution (status of forces, rules of engagement, international agreements, law of armed conflict, etc..)]
3. Operations to be Conducted
 - a. Force Requirements. [Summarize the major combat force requirements in terms of assigned, attached, or supporting forces and augmentation required from other sources.]
 - b. Deployment. [Summarize the concept for strategic and theater movements to place forces, equipment and supplied in the operational area. The concept must cover the movement from point of origin to final destination.]
 - c. Employment. [Indicate the concept/nature of the activity/operation. This discussion should contain a concise expression of the desired end state.]
 - d. Supporting Plans. [List required supporting plan's, if they exist, and identify the OPR's.]
 - e. Collateral Plans. [Ex: COMUSAFE PLAN 4024-07]
4. Key Assumptions. [List essential assumptions.]
5. Operational Constraints. [List major factors that may impede accomplishment of the mission.]
6. Operations Timeline.
7. Command Relationships. [Summarize the command arrangements to be employed on execution.]
8. Logistical Appraisal: [Provide an estimate of logistics feasibility.]
9. Personnel Appraisal: [Provide an estimate of personnel feasibility.]
10. Shortfalls and Limiting Factors: [Provide a consolidated list and impact assessment of force, movement, and support shortfalls and limiting factors that adversely affect operations.]

31 FW PLAN xx-xxxx

CLASSIFICATION GUIDANCE

Table A4.2. Classification of Guidance

SUBJECT REQUIRING PROTECTION	PROTECTION REQUIRED DURING:			
	COA DEVELOPMENT	EXECUTION PLANNING	EXECUTION	POST EXECUTION
Classification Guidance	<i>Unclassified</i>	<i>Unclassified</i>	<i>Unclassified</i>	<i>Unclassified</i>
Participating Units	<i>Unclassified</i>	<i>Unclassified</i>	<i>Unclassified</i>	<i>Unclassified</i>
Resolution Agreements	<i>FOUO</i>	<i>FOUO</i>	<i>FOUO</i>	<i>FOUO</i>

31 FW PLAN <XXXX-XX>
TABLE OF CONTENTS

PAGE

Letter of Transmittal.....	i
Security Instructions and Record of Changes.....	ii
Plan Summary.....	iv
Classification Guidance.....	ix
Table of Contents.....	xi
Basic Plan.....	1
[Use only the applicable Annexes for the plan. However list all on Annexes on table and mark N/A if not used.]	
[Annex A contains examples of how Appendix, Tabs, and Exhibits are reflected in the Table of Contents]	
ANNEX A - TASK ORGANIZATION.....	A-1
Appendix 1 - <Appendix Title>.....	A-1-1
Tab A - <Tab Title>.....	A-1-A-1
Exhibit 1 - <Exhibit Title>.....	A-1-A-1-1
ANNEX B - INTEL.....	B-1
ANNEX C - OPERATIONS GROUP.....	C-1
ANNEX D - LOGISTICS.....	D-1
ANNEX E - PERSONNEL.....	E-1
ANNEX F - PUBLIC AFFAIRS.....	F-1
ANNEX G - LEGAL.....	G-1
ANNEX H - <OPEN>.....	H-1
ANNEX I - MAINTENANCE GROUP.....	I-1
ANNEX J - COMMAND RELATIONSHIPS.....	J-1
ANNEX K - COMMUNICATIONS.....	K-1
ANNEX L - SECURITY FORCES.....	L-1
ANNEX M - MISSION SUPPORT GROUP	M-1
ANNEX N - <OPEN>.....	N-1
ANNEX O - SERVICES.....	O-1
ANNEX P - HOST NATION.....	P-1

ANNEX Q - MEDICAL GROUP.....	Q-1
ANNEX R - <OPEN>.....	R-1
ANNEX S - <OPEN>.....	S-1
ANNEX T - WING STAFF AGENCIES.....	T-1
ANNEX U - FINANCE.....	U-1
ANNEX V - SAFETY.....	V-1
ANNEX W - CIVIL ENGINEERING.....	W-1
ANNEX X - <OPEN>.....	X-1
ANNEX Y - COMMAND POST.....	Y-1
ANNEX Z - DISTRIBUTION.....	Z-1

Attachment 5

31 FW PLAN FORMAT SAMPLE – BASIC PLAN

Figure A5.1. 31 FW Plan Format Sample – Basic Plan

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31 FW PLAN <XXXX-XX>
<PLAN TITLE>

- References: a. [List Reference Materials as required]
b. [Additional Reference Material]

1. Situation

a. General. [Summarize the rational for creation of this plan. If developing Annex B-D (Operations) summarize the below.]

(1) [Describe the general politico-military environment that would establish the pre-conditions for execution.]

(2) [State US policy goals and the estimated goals of other parties.]

b. Area of Application. [Describe the area of responsibility.]

c. Pre-conflict Actions. [Describe any actions required before plan execution.]

d. Enemy Forces. [Provide a clear understanding of the magnitude of the hostile threat.]

e. Friendly Forces. [List friendly forces.]

f. Assumptions

(1) [List assumptions]

e. Legal Considerations. [Discuss how the following laws affect the plan.]

- (1) International Law including Law Of Armed Conflict
- (2) Status of Forces Agreements
- (3) Domestic Law
- (4) Host Nation Law

2. Mission. [State the supported mission of the plan.]

3. Execution

a. Concept of Operations. [Include the entire concept of operations.]

(1) Commander's Intent. [State the end state of plan execution.]

(2) General. [Describe the plan by phases.]

(a) First Phase Title. [Describe Commanders Intent, Timing, Objectives and Desired Effects, Risk, Execution, and Employment.]

(b) Second Phase Title. [Add as many titles tasks as required discussing the factors listed under the first phase title.]

b. Tasks. [List the tasks assigned to each element of the supporting units in separate sub paragraphs. Each task needs to be a concise statement encompassing all key actions the supporting elements must perform. For each tasked unit developing an Annex to support this plan, list at the last task “Comply with requirement outlined in associated Annex .” Additionally, information that is applicable to multiple squadrons within a particular group can be addressed as “ALL SQDNS”, see example listed under Operations Group. The agencies/squadrons listed below are an example of the proper formatting required.]

(1) 31st Fighter Wing: [Tasks for 31 FW Staff and subordinate Agencies.]

(a) 31 FW/CC

1. <Detailed Required Task.>

2. <Detailed Required Task.> [List as many tasks as required.]

(b) 31 FW/JA

1. <Detailed Required Task.>

2. Comply with requirements outlined in Annex V. [Appropriate Annex for the Judge Advocate.]

(2) Operations Group: [Tasks for Operations Group and subordinate Squadrons.]

(a) 31 OG/CC

1. <Detailed Required Task.>

2. Comply with requirements outlined in Annex B.

(b) All Squadrons. Comply with requirements outlined in Annex B,

Appendix 1.

(3) Maintenance Group: [Tasks for Maintenance Group and subordinate Squadrons.]

(a) 31 MXG/CC

1. <Detailed Required Task.>

2. Comply with requirements outlined in Annex F.

(4) Mission Support Group: [Tasks for Mission Support Group and subordinate Squadrons.]

(a) 31 CES/CC

1. *<Detailed Required Task.>*

2. Comply with requirements outlined in Annex J.

(5) Medical Group: [Tasks for Medical Group and subordinate Squadrons.]

(a) 31 MDG/AMDS

1. *<Detailed Required Task.>*

2. Comply with requirements outlined in Annex R.

c. Coordinating Instructions. [List the instructions applicable to the entire plan that are necessary for the proper coordination of the operation but are not appropriate for inclusion in a particular annex. The items below are for example only.]

(1) *<This plan is effective for planning and execution upon receipt.>*

(2) *<All notification and message traffic will reference ZULU time.>*

4. Administration and Logistics

a. Concept of Support. [When submitting only a Basic Plan, state the policies, guidance, and procedures to support all options for operations in each subparagraph; otherwise simply refer to the appropriate annex.]

b. Logistics

(1) [Identify sustainment priorities and resources; base development and other civil engineering requirements; host-nation support; interagency, and inter-Service responsibilities.]

(2) [Identify the priority and movement of major logistics for each option and phase of the concept.]

(3) [Identify strategic and theater ports for resupply. Summarize transportation policies, guidance, and procedures for all options.]

(4) [Identify logistics and transportation assumptions.]

(5) [Identify detailed planning requirements and subordinate taskings.]

c. Personnel

(1) [Identify detailed planning requirements and subordinate taskings.]

(2) [List tasks for establishing and operating joint personnel facilities, managing accurate and timely personnel accountability and strength reporting, and making provisions for staffing them.]

(3) [Discuss the administrative management of participating personnel, the reconstitution of forces, command replacement and rotation policies, and required individual augmentation to headquarters, and other operational requirements.]

d. Public Affairs

e. Civil Affairs

f. Meteorological and Oceanographic

g. Geospatial Information and Services

h. Medical Services

(1) [Identify planning requirements and subordinate taskings for hospitalization and evacuation.]

(2) [Identify critical medical supplies and resources.]

(3) [Assign tasks for establishing joint medical authorities and provisions for staffing them.]

(4) [Identify medical assumptions.]

5. Command and Control

a. Command

(1) Command Relationships. [State the organizational structure expected to exist during execution when submitting only a Basic Plan; otherwise refer to Annex J. Indicate any changes to major command and control organizations and the time of the expected shift. Identify all command arrangement agreements and memorandums of understanding (MOU) used and those that require development.]

(2) Command Posts. [List the designations and locations of each major headquarters involved in execution. Indicate the location and time of opening and closing of each headquarters, as appropriate.]

(3) Succession to Command. [Designate in order of succession the commanders responsible for assuming command of the operation in specific applicable circumstances.]

b. Command, Control, Communications, and Computer (C4) Systems. [State the scope of C4 systems and procedures required to support the operation. Highlight any C4 systems or procedures requiring special emphasis.]

I M. COMMANDER
Brigadier General, USAF
Commander

Annexes: [List only the Annex's essential to support this plan.]

A Task Organization
C Operations Group
F Maintenance Group
J Civil Engineering
S Aerospace Medical
V Judge Advocate
Z Distribution

Attachment 6

31 FW PLAN FORMAT SAMPLE – ANNEX A

Figure A6.1. 31 FW Plan Format Sample – Annex A

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ANNEX A TO 31 FW PLAN XXXX-XX
TASK ORGANIZATION

*(List only the tasked organizations required to support the plan as identified in the Basic Plan.
The organizations listed below are for example purposes only.)*

[Distribution spaced by Group 31FW, OG, MSG, MXG, MDG-Examples provided]

31 FW

31 FW/CC

31 FW/JA

31 OG

31 OSS/CC

31 MXG

31 MXG/CC

31 MSG

31 MSG/CC

31 CES/CC

31 MDG

31 MDG/AMDS

Attachment 7

31 FW PLAN FORMAT SAMPLE – APPENDIX 1 TO ANNEX A

Figure A7.1. 31 FW Plan Format Sample – Appendix 1 to Annex A

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APPENDIX 1 ANNEX A 31 FW PLAN XXX-XX

APPENDIX 1

1. Purpose. This enclosure shows the format for plan annexes, appendixes, tabs, and enclosures. This example will be written as an Appendix to the Basic Plan.

2. General

a. Annex and appendix paragraphs (Ex, “1. Execution”) and subparagraph headings (Ex., “a. Concept of Operations.”) will always appear in each plan. Annotate those paragraphs and subparagraphs “not applicable” as appropriate. Further subdivisions must conform to the basic system or paragraphing as illustrated in the formats.

b. Annex formats are mandatory unless otherwise indicated.

c. Additional annexes may be added to permit separate distribution from the Basic Plan or include information not shown in the standard format.

d. Tabs and exhibits may be developed to provide detail on specific areas as the mission dictates. The tab and exhibit formats for each may be modified to the mission. Examples could include schedules, glossaries, organizational charts, and tables.

e. Page Numbering

(1) Annexes. Begin with the appropriate Annex followed by the page number (Ex, “A-1” for the first page of Annex A).

(2) Appendixes. Begin with the letter of the annex, followed by appendix number, and then the page number (Ex. “A-1-1” for the first page in Appendix 1 to Annex A).

(3) Tabs. Begin with the letter of the annex, followed by the appendix number, tab letter, and then the page number (Ex. “A-1-A-1” for the first page in Tab A to Appendix 1 to Annex A).

(4) Exhibits. Begin with the letter of the annex, followed by appendix number, tab letter, exhibit letter, and then the page number (Ex. “A-1-A-1-1” for the first page in Exhibit 1 to Tab A to Appendix 1 to Annex A).

(5)

Attachment 8

31 FW PLAN FORMAT SAMPLE – ANY ANNEX B-Y TEMPLATE

Figure A8.1. 31 FW Plan Format Sample – Any Annex B-Y Template

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ANNEX <x> TO 31 FW PLAN <XXXX-XX>

ANNEX <x>

References: a. [List Reference Materials/documents essential to this annex]1. Situation.

a. General. This annex assigns responsibilities and provides guidance for <Annex Mission actions> [Summarize the purpose for creation of this annex.] **[Only use the subparagraphs required to accurately relay your information.]**

b. Area of Application. [Describe the area of responsibility.]

c. Pre-conflict Actions. [Describe any actions required before plan execution.]

f. Assumptions. [List any assumptions that could influence the feasibility of the <unit annex> of the plan. If any assumptions are critical to the success of the plan, indicate alternative courses of action.]

(1) <List assumptions>

e. Planning Factors. [Self Explanatory.]

f. Enemy.

g. Friendly.

h. Legal Considerations.

(1) International Law including Law Of Armed Conflict

(2) Status of Forces Agreements

(3) Domestic Law

(4) Host Nation Law

2. Mission. [State the supported mission of the plan.]

3. Execution. **[Use only the subparagraphs required to accurately relay your information.]**

a. Concept of Operations. [Include the entire concept of operations.]

(1) Commander's Intent. [State the end state of plan execution.]

(2) General. [Describe the plan by phases, if applicable.]

(a) First Phase Title. [Describe Commanders Intent, Timing, Objectives and Desired Effects, Risk, Execution, and Employment.]

b. Tasks. [List the tasks assigned to each phase of the operation.] [Section can also be used to task other units/ personnel as required—see Basic Plan sample for template.]

c. Responsibilities. [List any responsibilities if tasks are not used.]

d. Coordinating Instructions. [List any additional procedures/instructions.]

4. Administration and Logistics. [Discuss the administrative management and logistical support required for your annex mission accomplishment.]

5. Command and Control. [Identify command relationships regarding your annex.]

I M. COMMANDER, Brig General, USAF
Commander

Appendixes:

1--<Appendix Name>

2--<Appendix Name>

Attachment 9**31 FW PLAN FORMAT SAMPLE – ANNEX Z TEMPLATE****Figure A9.1. 31 FW Plan Format Sample – Annex Z Template**

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ANNEX Z TO 31 FW PLAN <XXXX-XX>DISTRIBUTIONDISTRIBUTIONbe done electronically)NO. COPIES (might

[External Agencies – Examples provided]

16 AF/CC/CV (International Relations)

2

HQ USAFE/XP

1

HQ USAFE/A5PA

1

[Distribution spaced by Group 31FW, OG, MSG, MXG, MDG-Examples provided]

31 FW

CC

1

XP

1

CP

1

CPTS

1

39 OS/CC

1

39 MSG/CC

1

39 LRS/CC

1

39 SFS/CC

1

39 SVS/CC

1

39 MXG/CC

1

39 MXG/MXS/CC

1

39 CONS/CC

1

39 MDG/CC

1

[Tenant Unit/GSU - Examples provided]

AFOSI DET 522/CC

1

DET 7, AFBS

1

AAFES1

TOTAL

19

Attachment 10

PLAN FORMAT SAMPLE - EXECUTIVE SUMMARY

Figure A10.1. Plan Format Sample - Executive Summary

[NOTE: Font will be Bookman Old Style, size 12]

DATE: *<Date of the Executive Summary Document>*

PLAN NUMBER: *<Plan number assigned (based on this instruction)>*

PLAN SHORT TITLE: *<Short Title of plan>*

PLAN LONG TITLE: *<Long Title of plan>*

PLAN DATE: *<Date plan signed>*

PLAN CLASSIFICATION: *<Classification level>*

PLAN SUMMARY: [This section is a brief paragraph describing the plan and its function. It must be written to allow a consolidated understanding of what this plan provides to the Wing/Leadership.]

PLAN REQUIREMENT/TASK AUTHORIZATION: [Where the requirement for the plan comes from (USAFE, 31 FW/CC, etc.). Any letter's that issue the requirement for the plan will be included in the Executive summary. AFIs, as applicable, will be listed with the current date of the instruction used to author/draft/review the plan.]

REVIEW REQUIREMENT: [As directed in the plan requirement guidance.]

PLAN STATUS: [List the status of the plan; i.e. current (undergoes periodic reviews), Inactive (kept as an archive but not updated), or Superseded by (list new plan title).]

PLAN OPR: [The owning agency of the plan will have the ORGANIZATION, DSN and contact information of the last Unit Plan Manager (UPM) who handled the plan. If the person has departed, the new UPM will be listed ADDITIONALLY until the plan has been completely reviewed and replaced with the most current plan.]

COORDINATING AGENCIES: [List all units needed to coordinate on the creation/review of the plan. A complete list of the last group of plans managers who handled the review of this plan will be listed at the end of the Executive Summary. This information will contain name, rank, DSN, and email address.]

Attachment 11

PLAN INTERIM CHANGE CHECKLIST

Table A11.1. Plan Interim Change Checklist

NOTE: This checklist is designed to help with the preparation of plan Interim Changes. Run this checklist only after the Plan Review Coordination Process is complete and 31 FW/XP has approved the Interim Change.	
Action	Complete
1. Receive direction from 31 FW/XP Plans Manager to complete an Interim Change for the plan.	
2. Complete the requested page changes/paragraph change updates for all collected Wing Plans Change Forms following the guidelines outlined in section 3.21 .	
3. Incorporate consolidated Wing Plan Change Form Updates into the Record of Changes and Review document in the Plan Front Data. Ensure you match up the change #'s on both documents.	
4. Update the Memorandum of Transmittal. Does paragraph one include the date of the Interim Change, the date of the original Basic Plan and the classification of the plan?	
6. Does the Memo of Transmittal include the signature block for the current Chief, 31 FW/XP?	
7. Coordinate completed draft plan with Unit Commander.	
8. Submit completed draft plan and plan front data to 31 FW/XP for approval.	
9. Interim change is approved once the Memo of Transmittal is signed by Chief, 31 FW/XP.	
10. 31 FW/XP coordinates plan for 31 FW/CC review.	
11. Ensure all OCRs listed in Annex Z are notified once the document is published on the 31 FW/XP SharePoint website.	

Attachment 12

PLAN REVISION CHECKLIST

Table A12.1. Plan Revision Checklist

NOTE: This checklist is designed to help with the preparation of new plans or the revision of existing plans. It is accomplished after 1) the plan review process is complete, 2) all comments/updates are received from OCRs and group commanders by the OPR, and 3) the all Wing Plans Change Forms have been consolidated into one. Run this checklist upon the direction of 31 FW/XP.

Action	Complete
1. Receive direction from 31 FW/XP to revise entire plan.	
2. Schedule and conduct a meeting with 31 FW/XP before starting work on the plan to ensure correct coordination process and suspense milestones are met	
3. Prepare plan draft according to the format guidelines in Chapter 4.	
A. Concept of Operations clearly understood, defined, and realistic.	
B. Plan fully supports HHQ plans or other governing directives.	
C. Plan format is in accordance with HHQ and/or 31 FW/XP guidelines.	
D. Determine requirements for annexes/appendices/tabs. Ensure tasked organizations furnish them.	
E. Include all key elements in the plan: (Follow standard formats provided in this instruction. See Chapter 4 and Attachment 3-10.)	
(1) Cover	
(2) Memorandum of Transmittal	
(3) Security Instructions	
(4) Record of Change and Review	
(5) Plan Summary	
(6) Table of Contents- (annex/appendix/tab titles/page numbers correct?)	
(7) Basic Plan	
(8) Annex A - Tasked Organization	
(9) Appropriate annexes, appendices, and tabs	
(10) Annex Z - Distribution with all tasked organizations.	
(11) Executive Summary	
G. Signature blocks correct (31 FW/XP on Memo of Transmittal, Wing CC on Basic Plan).	
4. Prepare staffing package to obtain signatures. Forward to 31 FW/XP org box.	
5. Ensure 31 FW/XP distribution of plan to all agencies listed in Annex Z.	

Attachment 13

AFRIM NUMBERING SYSTEM BY MISSION

Table A13.1. AFRIM Numbering System by Mission

SERIES NUMBER	SERIES TITLE
<u>10</u>	Operations
<u>11</u>	Flying Operations
<u>13</u>	Space, Missile, Command and Control
<u>14</u>	Intelligence
<u>15</u>	Weather
<u>16</u>	Operations Support
<u>20</u>	Logistics
<u>21</u>	Maintenance
<u>23</u>	Materiel Management
<u>24</u>	Transportation
<u>25</u>	Logistics Staff
<u>31</u>	Security
<u>32</u>	Civil Engineering
<u>33</u>	Communications and Information
<u>34</u>	Services
<u>35</u>	Public Affairs
<u>36</u>	Personnel
<u>37</u>	Information Management
<u>38</u>	Manpower and Organization
<u>40</u>	Medical Command
<u>41</u>	Health Service
<u>44</u>	Medical
<u>46</u>	Nursing
<u>47</u>	Dental
<u>48</u>	Aerospace Medicine
<u>51</u>	Law
<u>52</u>	Chaplain
<u>60</u>	Standardization
<u>61</u>	Test and Evaluation (Scientific/Research and Development)
<u>62</u>	Developmental Engineering
<u>63</u>	Acquisition
<u>64</u>	Contracting
<u>65</u>	Financial Management
<u>71</u>	Special Investigations
<u>84</u>	History
<u>90</u>	Special Management
<u>91</u>	Safety
<u>99</u>	Test and Evaluation (Converted from OT&E - 61 Series)

Attachment 14

31 FW ALPHA DESIGNATOR BY UNIT

Table A14.1. 31 FW Alpha Designator By Unit

<u>Title</u>	<u>Letter</u>	<u>Unit</u>
Annex	A	Task Organization
Annex	B	Intelligence
Annex	C	Operations Group
Annex	D	Logistics
Annex	E	Personnel
Annex	F	Public Affairs
Annex	G	Legal
Annex	H	<open>
Annex	I	Maintenance Group
Annex	J	Command Relationships
Annex	K	Communications
Annex	L	Security Forces
Annex	M	Mission Support Group
Annex	N	<open>
Annex	O	Services
Annex	P	Host Nation
Annex	Q	Medical Group
Annex	R	<open>
Annex	S	<open>
Annex	T	Wing Staff Agencies
Annex	U	Finance
Annex	V	Safety
Annex	W	<open>
Annex	X	<open>
Annex	Y	Command Post
Annex	Z	Distribution

Attachment 15

31 FW PLANS CHANGE FORM

A15.1. Plan Title: 31 FW XXXX-XX **DATE:** _____

Table A15.1. 31 FW Plans Change Form

[illegible]

INSTRUCTIONS:

Column 1- CHANGE#

Column 2 – SOURCE: Organization submitting comments.

Column 3 – TYPE:

C - Critical (Continuous issue that will cause non-concurrence with publication)

M - Major (Incorrect material that may cause non-concurrence with publication)

S - Substantive (Factually incorrect material)

A - Administrative (Grammar, punctuation, style, etc.)

Column 4 – PAGE: Page number comment is found on the footer of the document.

Column 5 – PARA: Paragraph number that pertains to the comment expressed

Column 6 – LINE: Line number of the designated page that pertains to the comment.

Column 7 – COMMENT: Provide comments using line-in-line-out format. To facilitate adjudication of comments, copy and insert complete sentences into the matrix. This makes it unnecessary to refer back to the publication to understand the rationale for the change. Do not combine separate comments into one long comment in the matrix (i.e. 4 comments rolled into one space).

Column 8 – DECISION: Used by Plan OPR only (A-Accept, R-Reject, M-Accept w/Modification)